

TCPN #FY04-01: Department of Navy (DON) eBUSOPSOFFINST 4650.1A

PLEASE NOTE: LEVEL 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO GTCC PROGRAM PARTICIPANTS IN YOUR HIERARCHY

1. DON eBUSOPSOFFINST 4650.1A, dated 29 September 2003, has been signed and is in effect. This instruction provides policies and procedures for the administration and management of the Individually Billed Accounts (IBA) portion of the Government Travel Charge Card (GTCC) program. It applies to all DON activities and personnel using the travel card.
2. This instruction supersedes DON eBUSOPSOFFINST 4650.1 of 15 January 2002.
3. A copy of the instruction is available on the DON eBusiness Operations Office Web site at www.don-ebusiness.navsup.navy.mil; go to “Quick Links”, click on “Travel Card Training” link, then click on 4650.1A icon.
4. Detailed procedural information on daily operations can be found in the DON GTCC APC Desk Guide. An updated version of the APC Desk Guide will be available within the next two weeks.
5. Please don't hesitate to contact our office if you require assistance with the DON Travel Card program. For questions regarding this instruction send an e-mail to Travel_Card@navsup.navy.mil.